MICROSOFT 365 USAGE: USAGE BY SERVICE

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
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Who actually uses email, Teams, OneDrive, SharePoint and the Office apps, and when each person was last active.

Usage by service 15

How many licensed people used each service in the last 30 days.

Client	Service	Licensed	Active	Not active	Active share
Contoso Legal LLP	Email	21	19	2	90%
Contoso Legal LLP	Teams	21	16	5	76%
Contoso Legal LLP	OneDrive	21	9	12	43%
Contoso Legal LLP	SharePoint	21	11	10	52%
Contoso Legal LLP	Office apps	21	19	2	90%
Fabrikam Dental Group	Email	56	49	7	88%
Fabrikam Dental Group	Teams	56	42	14	75%
Fabrikam Dental Group	OneDrive	56	36	20	64%
Fabrikam Dental Group	SharePoint	56	29	27	52%
Fabrikam Dental Group	Office apps	56	49	7	88%
Northwind Traders	Email	38	34	4	89%
Northwind Traders	Teams	38	28	10	74%
Northwind Traders	OneDrive	38	22	16	58%

Client	Service	Licensed	Active	Not active	Active share
Northwind Traders	SharePoint	38	20	18	53%
Northwind Traders	Office apps	38	34	4	89%

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